

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Bureau of Bridges and Structures
4. Civil Service Position Code Description Transportation Engineer-A	10. Division Structure Program Division
5. Working Title (What the agency calls the position) Ancillary Structures Engineer (Transportation Engineer)	11. Section Structure Asset Management
6. Name and Position Code Description of Direct Supervisor KRCMARIK, MICHAEL; ENGINEER MANAGER LICENSED-3	12. Unit Ancillary Structures
7. Name and Position Code Description of Second Level Supervisor O'NEILL, MICHELLE L; ENGINEER MANAGER LICENSED-4	13. Work Location (City and Address)/Hours of Work 6333 Old Lansing Road, Dimondale, MI 48917 / 7:30am - 4:00pm (hours may vary)
14. General Summary of Function/Purpose of Position	
<p>Ancillary structures include retaining walls, sound walls, cantilever signs, truss signs, Intelligent Transportation Systems (ITS) structures, lighting towers, non-frangible and frangible lights, strain poles, mast arms, culverts, wood poles, and traffic signals.</p> <p>This position serves as the recognized resource for ongoing management of the Ancillary Structures Program, supporting inspection, asset management, and design activities related to ancillary assets as well as the Request for Action (RFA) monitoring for ancillary structures. This position also serves as a statewide resource for allocating and tracking Culvert RFA maintenance funded projects statewide. This position reviews plans and specifications, asset management documents, manuals, and reports, shop drawings, and requests for information. This position performs data analysis of the more complex structure condition information (e.g., various asset types which range in complexity both in their design but also in types of deterioration). This position provides support to the statewide specialists in the annual Road and Bridge Call for Projects Process which includes ancillary asset replacement and preservation. This position leads the day-to-day field inspection work including initial inspections, routine inspections, and special inspections. This position coordinates with statewide specialists for structure monitoring and non-destructive testing of ancillary structures.</p> <p>This position requires possession of a valid driver's license to oversee and perform day-to-day field inspections work.</p>	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Serves as the recognized resource for ongoing management of the Ancillary Structures Program, supporting inspection and asset management activities related to ancillary assets, as well as the Request for Action (RFA) monitoring for ancillary structures.

This position requires possession of a valid driver's license to oversee and perform day-to-day field inspections work.

Individual tasks related to the duty:

- Serves as a statewide resource for inventory questions including maintaining a high working knowledge of the ancillary asset inventory statewide.
- Serves as a statewide resource for questions about the ancillary asset inventory dashboard, data dictionary, definitions, and inspection procedures.
- Utilizes geospatial software such as ArcGIS Online and Fieldmaps to review and manage asset inventory. Helps and trains others use these programs.
- Manages updates to the database with new inventory from the capital program. New assets are added to the network every year and each asset class requires updates to ensure we have correct structure inventory in the database. Serves as the recognized resource to the digital delivery project team on developing new and improved processes for populating the inventory with new ancillary asset information.
- Trains new field inspectors.
- Oversees ancillary unit staff populating data in the inventory that is incomplete. Examples of office populated data are, project number constructed under, year of construction, design specification at time of construction, etc. Trains others on finding this information.
- Assists with training staff on use of current asset management systems(ArcGIS) and deployment of future systems.
- Manages the asset inventory systems (ArcGIS) approved user list including assigning roles and levels of access.
- Distributes the monthly RFA Committee Meeting Materials and attends meetings.
- Reviews for quality and accuracy of the RFA monthly reports. Seeks input from Region staff on open RFA's and monitors RFA related action items for reporting to Region Bureau Management Team members to ensure that RFA's are closed in a timely manner.

Duty 2

General Summary:

Percentage: 30

Provides statewide support and engineering services for urgent needs, preservation, rehabilitation, reconstruction, and replacement of ancillary structures. Serves as the statewide resource for allocating and tracking Culvert RFA maintenance funded projects statewide and the Culvert RFA budget.

Individual tasks related to the duty:

- Manages the Culvert RFA maintenance budget providing monthly updates to the BOBS business analyst for the tracking of cost to date and remaining expenditures throughout the fiscal year.
- Prioritizes and coordinates with Region offices the maintenance funding approval and procurement of urgent culvert repairs.
- Manages documents utilizing ProjectWise, BlueBeam Revu, JobNet, Excel, Microstation, Microsoft Office Suite.
- Leads meetings and on-site reviews for the purpose of completing the tasks associated with this engineering support services tasks.
- Provides engineering services and inspection assistance on emergency projects.
- Provides efficient and timely resolution on construction issues for all emergency repair and urgent repair projects.
- Serves as a statewide resource for the Transportation Systems Management & Operations (TSMO) managed statewide Culvert Maintenance Contract.

Duty 3

General Summary:

Percentage: 10

As the recognized resource, provides ancillary asset management support services to support the Statewide Call for Projects Process.

This duty requires possession of a valid driver's license to perform day-to-day field inspection work.

Individual tasks related to the duty:

- Reviews reports related to asset condition for quality and accuracy. Examples of reports include condition related summary reports by Region, Work recommendation reports by corridor, open RFA reports, etc. Perform quality assurance/quality control (QA/QC) reviews of the Program Management Consultant (PMC) deliverables pertaining to field inspection data.
- Assists Regions in developing prioritized maintenance work recommendation lists.
- Reviews statewide condition information and prioritizes assets for replacement or rehabilitation.
- Oversees the deployment of condition data to regions for the purpose of capital planning and project development on an as needed basis and at a minimum once a year for the Call For Projects
- Leads day-to-day field inspection work including initial inspections, routine inspections, and special inspections.

Duty 4**General Summary:****Percentage: 5**

Oversees field inspection work and coordinates with statewide specialists for structure monitoring and non-destructive testing and asset management support services.

This position requires possession of a valid driver's license to oversee field inspection work.

Individual tasks related to the duty:

- Acts as the liaison between consultant field inspectors and MDOT field inspectors/staff.
- Serve as the Ancillary Unit liaison with the Geographic Information Systems (GIS) team to perform GIS mapping and analysis on asset data for the ancillary assets.
- Manages the ancillary unit innovative ideas and research topic submittals
- Oversees file management and document control.
- Coordinates special requests for structure health monitoring (ex. Tilt monitoring, UT Testing, strain monitoring) with the subject matter experts.
- Occasionally leads unit led training activities and attends necessary training to obtain ancillary asset inspection qualifications.

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned by the supervisor.

Individual tasks related to the duty:

- Assists the Program Manager and Assistant Program Manager with ensuring that MDOT standards and specifications pertaining to sign structures, signal supports, ITS structures, and lighting are meeting the approved American Association of State Highway Transportation Officials (AASHTO) design code requirements.
- Creates presentations for stakeholders.
- Monitors ancillary structures program performance goals.
- Utilizes Microsoft Suite Excel to create pivot tables for reporting purposes.
- Utilizes ESRI products to produce maps and graphics for internal and external data reporting as needed
- Attends meetings related to Ancillary Structures program development including, but not limited to, meetings with internal stakeholders (Region Coordination Meetings), statewide groups, meetings with industry partners, and bi-weekly staff meetings.
- Performs other duties as needed.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position requires independent decision-making ability. The position is required to perform duties with little to no supervision in the field and at ancillary structure sites. The position provides direction to field crews statewide that impacts the work performed on the ancillary structures. This position makes independent judgement of damage or deficiencies and can evaluate the situation to determine when the consequences of inaction effect the quality of these structures thereby jeopardizing the safety of the motoring public.

17. Describe the types of decisions that require the supervisor's review.

Unique situations with no past policy or when policy is unclear. Assistance in mitigating controversy. When issues are found in the QA/QC process. When the complexity of the situation requires a subject matter expert or licensed Engineer to evaluate and make recommendations. Decisions regarding work assignments, personnel matters and performance of team members and co-workers.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Work involves normal physical effort working in an office including working from a computer; moving heavy or bulky loads; position may require availability outside normal working hours based on operational needs; heavy workloads working with specific deadlines. Field reviews of ancillary structures require traversing irregular terrain, working from ladders, traversing under culverts, over water, wading in water to probe footings, and exposure to dirt, fumes, heavy and high-speed traffic or adverse weather conditions. Must have ability to interpret plans or perform field related duties. This position requires possession of a valid driver's license.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Ancillary structures include retaining walls, sound walls, cantilever signs, truss signs, Intelligent Transportation Systems (ITS) structures, lighting towers, non-frangible and frangible lights, strain poles, mast arms, culverts, wood poles, and traffic signals.

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24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The work area's function is life cycle management of ancillary structures. The role of this position is providing MDOT ancillary structure asset management customer/user support, providing communication and information to the asset owners, and serving as a liaison between the Ancillary Unit and asset owners. This position serves as an engineer subject matter expert for the development of that life cycle including inspection, inventory, planning, and design. The work area provides asset condition data for the purpose of decision making. This position serves as the statewide resource for providing the condition data and recommendations for replacement or repair options.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor of science degree in engineering.

Possession of a bachelor of science degree in civil engineering is preferred.

EXPERIENCE:

Transportation Engineer 12

Three years of professional engineering experience involved in transportation systems and programs equivalent to a Transportation Engineer, including one year equivalent to a Transportation Engineer P11.

Alternate Education and Experience

Transportation Engineer 9 - 12

Possession of a registered professional engineer license as required by the State of Michigan may be substituted for 6 months of experience at the Transportation Engineer 9-12 levels. This substitution may only be used once for any employee for qualification of appointment or early reclassification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of engineering principles and practices used in the maintenance of ancillary structures.
- Ability to make mathematical computations.
- Ability to read and interpret engineering plans, specifications, and technical reports.
- Ability to maintain records and prepare reports and correspondence related to the duties.
- Ability to utilize geospatial software applications.
- Ability to communicate effectively with others.
- Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is required and must maintain throughout employment in this position.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

LOGAN BRISTOL 5/4/2026

Appointing Authority Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee Date